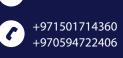
Mazen R. Jamleh

Mechanical Engineer

Facilities Manager



mazen-j@live.com





Education

1990-1997

Master of engineering – Mechanical engineer Kharkov national Automobile & highway university Ukraine



Organizations

Sep 1997 – Present Palestine Engineers Association

Aug 1997 – Present Jordan Engineers Association



Languages

English • • • •

Arabic • • • •

Russian • • • C

Hebrew ● ● ○ C



Key Skills

Facilities inspections

Building repair coordination

Occupational health and safety compliance

Building inspections

Building maintenance management

Strategic research

Supply negotiation

Department management

Hotel management

financial risk analysis

Facility management

Logistical planning

Facilities contractor management

Facilities staff recruitment

Commercial property management



Summary

A mechanical engineering degree with +20 years of experience in Hospitality/ Facilities/ mechanical Engineering domain. Actively looking for suitable opening in Hospitality/ Facilities / Property.



Experience

Facility Management Manager / Chief Operation Engineer
 SKM Air Conditioning LLC

Sharjah, United Arab Emirates October 2018 - July 2022

Responsibility:

Preventative & Corrective Maintenance.

Contract Management, Renew all legal, licenses relating to engineering systems, Maintain and Develop Energy conservation, Follow-up on routine inspection and audits, Energy & Water Management.

Develop & maintain all Fire & Safety, features, equipment and controls.

Organize and set-up preventive maintenance programs.

Plans, organizes, maintains, and reliability of College facilities and general infrastructure systems. Establishes and monitors preventative maintenance processes and programs and facility inspection processes for on-going review of maintenance work by agencies having jurisdiction.

Prepare annual budgets for R & M, FF&E, and CAPEX.

Monitor & maintain departmental related costs and control.

Monitor the budgets monthly to ensure that any variances are analyze and explain, Maintain high morale and cohesion of all technical employees.

Managing the upkeep of equipment and supplies to meet health and safety standards Inspecting.

Planning and coordinating all installations and refurbishments.

Assist with the development of corporate facilities budget and manage expenditures accordingly .

Guaranteed strict OH&S compliance in line with policies, systems, and procedures.

Led corporate initiatives such as developing and implementing.

Chief Operation Engineer FAWAZ REFRIGERATION - Dubai, UAE

Dubai, United Arab Emirates Jan 2018 - Sep 2018

Responsibility:

- Responsible of an entire Facility management department, leading a team as they complete various projects. Work alongside other engineers and technicians, approving designs, calculating costs, negotiating contracts, and executing plans safely and efficiently.
- Review and propose Departmental organization budget.
- Coordinate department activities.
- Manage teams and individual performance management process.
 - Workplace Management Office site management Organize and upkeep the cleanliness and maintenance of all sites
- Assure the company management directives.
- Coordinate office space allocation and layout.
 - Coordinate and supervise engineers, contractors, and subcontractors in carrying out projects and other daily activities. in charge of developing new project ideas, budgeting for projects, and training for the engineering team

Hotels Group Chief Engineer Kuwaiti Commercial Real Estate Center / Hospitality Division Sharjah, United Arab Emirates Mar 2008 - Jan 2018

Responsibility:

Responsible to manage all aspects of maintenance staff on a daily basis. Directs, coordinates and performs routine, preventive and emergency interior / exterior maintenance and repairs to obtain optimum efficiency and economy of hotels operations diagnosing potential problems, and staying within budget.

- Troubleshoot and repair hotel equipment, facilities, and systems (including HVAC and electrical). include performing preventative maintenance, making regular inspections, coordinating the maintenance staff,
- Conduct house tours and visually assess the safe and efficient maintenance and operation
 - Verify completion of all routine maintenance on public spaces and verify completion of all repairs, replacement and renovation projects to offices and employee work areas.
 - Review contractor's safety systems, procedures and monitor implementation across the hotels as of responsibility for maintenance of quality standards in works executed by contractor.
 - Adhere to all corporate-required purchasing policies and controls, including, but not limited to, all outside contractor bids, budgets and schedules.
- Maintain effective energy management and preventive maintenance programs and conduct special training for other operating departments on the safe and efficient use of equipment and energy in the hotel

 As a hotels chief engineer for the hotel division 4 hotels (Sharjah Carlton, beach hotel, golden beach, nova park hotel) of 640 total room keys.

Involves the design, construction, installation, operation and support of the systems and equipment.

Refers to the operation and maintenance of the propulsion and other systems such as: electrical power generation plant; lighting; air conditioning; refrigeration; and water systems.

Facility Manager for residential building G+18 168 flats - the residence tower (VIP building). Maintain the entire of the facility, including the physical building structure, all mechanical, electrical, HVAC systems and other related equipment in accordance with energy conservation and preventative maintenance programs.

MEP Manager

Dorat Al Alian Contracting Company L.L.C.

Dubai, United Arab Emirates Jan 2007 - Sep 2007

Responsibility:

Responsible to successfully plan, manage, execute, complete and handover multiple MEP projects related to energy efficiency, energy performance contracts and retrofits for large projects, high rise towers, and other commercial facilities.

Preparation for tender in Dubai land for 404 villas financially, arranging B.O.Q /MEP works. Project Cost: 102, 000, 000 dirhams.

Project manager (fitout) (2 flats in JRB, Dubai city), scope of work include floor change false Ceiling, electrical & mechanical works) cost about 205, 000 dirham.

Project manager (construction) for 2 villas in Dubai (Nad el sheba & Al Warqa).

Responsible for management side for the DAAC works.

Research and Development Manager Palestine Industrial Investment Company (PADICO Industrial)

Nablus, Palestine Nov 1998 - Sep 2006

Responsibility:

Attended the erection of production lines for thermo pipe plant & PET plant and coordinating the requirement for the manufacture representative.

Develop research programs incorporating current developments to improve existing products and study the potential of new products.

Understand customer expectations on to-be manufactured products.

Determine and execute improved technologies used by suppliers, competitors, and customers.

Establish project goals and priorities by collaborating with Marketing and Operations.

Transfer new technologies, products, and manufacturing processes into and out of the company.

•	Suggest training tools to enhance employee performance and skill development.
•	Monitor team metrics and objectives ensuring meeting of goals.
•	Manage customer relationships and perform RFP reviews, customer visits, and product testing.
•	Establish and maintain testing procedures for assessing raw materials, in-process and finished products.
•	Oversee complex research projects, analyze results and provide recommendations based on findings.
•	Assess the scope of research projects and ensure they are on time and within budget.
•	Researching, planning, and implementing new target market initiatives.
•	Researching prospective accounts in target markets.
•	Pursuing leads and moving them through the sales cycle.
•	Developing quotes and proposals for prospective clients.
•	Coordination between the different sections the administration and the supervision on the administration works. Management Representative for quality ISO 9000:2000 Qualification.
•	Acting purchasing manager section.
•	Acting customer service manager section.
•	Training of cadre's companies on the latest methods of welding Brookline polyethylene plastic pipes and polyethylene for infrastructure projects.
	lead the execution of research projects by drafting proposals, selecting methods,

Research, design and evaluate materials, assemblies, processes, and equipment.



Licenses & Certifications

supervising teams, managing budgets, and presenting findings.

	2018	Fire Safety Management (FSM) University of Sharjah
•	2017	First Aid Dubai Health Authority
	2006	Residential Mechanical Inspector - M1 Palestine Industrial Investment Company (PADICO Industrial)
	2011	HACCP
	2009	metrology University of Sharjah
•	1999	ISO 9001 Lead Implementer - Quality Certification Id Planning - Community Consultation